[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Welcome to Your Life Insurance Policy - [Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your life insurance needs. We are pleased to inform you that your application has been approved, and your coverage is now active.

Please find your policy documents enclosed with this letter. We recommend that you review these documents carefully and keep them in a safe place. Below is a summary of your policy details:

- **Policy Number:** [Policy Number]
- **Coverage Amount:** [Benefit Amount]
- **Policy Type:** [Policy Type - e.g., Term/Whole Life]
- **Premium Amount:** [Premium Amount]
- **Payment Frequency:** [Monthly/Annual]
- **Beneficiary:** [Beneficiary Name]

As a policyholder, you can manage your account online at [Website URL]. Our portal allows you to update your contact information, make payments, and view your policy details at any time.

If you have any questions regarding your coverage or notice any errors in your documents, please contact our customer service team at [Phone Number] or via email at [Email Address].

Thank you for trusting us to help protect your family's financial future.

Sincerely,

[Sender Name]
[Title]
[Insurance Company Name]